STATEMENT OF WORK FOR REMEDIAL ACTION (OU2-Project I)

Jacobsville Neighborhood Soil Contamination Site
Evansville, Vanderburgh County, Indiana
September 15, 2011

CONTRACT NO: EP-S5-06-02
WORK ASSIGNMENT NO: 175-RARA-B51Z

INTRODUCTION

PURPOSE

The purpose of this work assignment is to implement the remedial action for Operable Unit 2-Project I (OU2-Project I) at the Jacobsville Neighborhood Soil Contamination (Jacobsville or JNSC) site in accordance with the objectives of the remedial design. This statement of work (SOW) sets forth the framework and requirements for this effort. The record of decision (ROD), issued on September 22, 2009, defines the selected remedy. The remedial action is the implementation of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The remedial action is based on the remedial design, which is prepared in order to achieve the goals specified in the ROD. Implementation of the remedial action involves the procurement of a subcontractor(s) and management activities, in addition to technical engineering services.

SITE DESCRIPTION

The Jacobsville Neighborhood Soil Contamination Site (site) is located in Evansville, Vanderburgh County, Indiana. Land use within the OU2 site boundaries is a mix of residential, commercial, and industrial properties. The area also includes schools, churches, playgrounds, parks and small businesses. The Jacobsville site and the associated remediation, however, is restricted to residential properties and those properties to which residents and children may have frequent access, such as schools, playgrounds, parks, and day care facilities. These types of properties are referred to as "high-access" properties in this SOW, the ROD, the remedial design, and other site documents.

Although OU2 includes approximately 10,000 properties, of which possibly 4,000 may require remediation, this SOW focuses on the first phase of OU2, referred to as either OU2-Phase I or OU2-Project I, and includes the cleanup of 470 properties. At least 12 different neighborhoods, including the Jacobsville neighborhood, are encompassed in whole or in part by the OU2 boundaries. The first 470 properties to be remediated in OU2 are mainly located in the Jacobsville neighborhood with a few in the Old Erie neighborhood located south of the Lloyd Expressway. Some historical and background information about the site is below.

In 2000, as a follow-up to a removal action at a plating shop in the Jacobsville neighborhood, Indiana Department of Environmental Management (IDEM) collected soil samples in the neighborhood near the plating shop and analyzed them for metals using a portable X-ray fluorescence device (XRF). Results showed elevated lead concentrations in a number of residential yards. Based on this sampling, the

Jacobsville site was originally defined by IDEM as bounded to the west by Edgar Street, to the south by Lloyd Expressway, to the east by Heidelbach Street, and to the north by Iowa Street. OU1 coincides approximately with the original IDEM site boundaries and is bounded by Mary Street to the west, Iowa Street to the north, Elliot Street to the east, and Division and Illinois Streets to the south. OU1 encompasses 141 acres and approximately 500 residential properties. Under a previous work assignment, SulTRAC cleaned up 263 OU1 properties. Based on additional sampling conducted by U.S. Environmental Protection Agency (EPA) in 2004, 2005, and 2006, the second operable unit (OU2) was defined as extending outward from OU1 and covering approximately 4.5 square miles.

As described in the ROD finalized in September 2009, the major components of the selected remedy for OU2 include:

- Residential soils containing concentrations greater than the arsenic and/or lead cleanup levels will have the soils excavated to the depth that the elevated concentrations were found, up to 18 inches. If physical barriers exist, such as large trees, soil will be excavated around the barrier to the extent possible. Engineering controls will be implemented during the remedial action to prevent exposure to lead and arsenic from dust created by the excavation of the soils. Building foundations, permanent walkways and fixtures will not be affected by the soil excavation.
- Once excavation is complete, clean fill will be placed in the excavated areas and the lawns will be returned to as close to their original condition as possible.
- Excavated soils will be transported to a RCRA Subtitle D landfill. This remedy assumes that the excavated soil will not be characterized as hazardous waste.

GENERAL REQUIREMENTS

This is a term-form work assignment that requires the contractor to complete a remedial action that meets the objectives and performance criteria specified in the ROD issued on September 22, 2009 and the remedial design. The contractor shall furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the remedial action. The contractor will ensure that there are one or two SulTRAC personnel who will provide consistent on-site management of the cleanup. The remedial action and associated deliverables under this work assignment shall be consistent with the ROD, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting a remedial action (Attachment 2).

This SOW is provided as a format for the contractor to structure its proposed approach and cost estimate. The contractor shall use the work breakdown structure (WBS) in cost estimate preparation, and technical and cost tracking and reporting under this work assignment.

In conducting the work assignment, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this work assignment, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan.

The contractor shall communicate at least weekly with the contracting officer representative (COR), either in face-to-face meetings or through conference calls.

EPA will provide oversight of contractor activities throughout the remedial action. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the remedial action contractor, to assess the likelihood that the remedial action will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the remedial action contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

RECORD KEEPING REQUIREMENTS

The contractor shall maintain all technical and financial records for the remedial action in accordance with the contract. The Agency and the contractor shall endeavor to submit documents and deliverables using electronic media whenever possible. At the completion of the work assignment, the contractor shall submit an official hard copy record of the remedial action to the COR (unless instructed to provide a hard copy of only portions of the documentation), along with a copy of all of the documentation and records on either a compact disk or on an external hard drive.

EPA CONTACTS

The primary contact for this work assignment is Mary Tierney. She can be reached at (312) 886-4785, via facsimile at (312) 692-2483, or via e-mail at tierney.mary@epa.gov. The secondary contact is Pankaj Parikh. He can be reached at (312) 886-6707, via facsimile at (312) 692-2982, or via e-mail at parikh.pankaj@epa.gov.

WORK ASSIGNMENT COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the work assignment, the contractor shall perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this work assignment by December 31, 2012.

Task 1 - Work Planning and Support

This work element involves planning for the execution and overall management of this work assignment. The technical and managerial activities required to implement the remedial action and the associated costs shall be developed during the planning phase and detailed in the Remedial Action Work Plan and cost

estimate. The contractor shall prepare and submit a Remedial Action Work Plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the remedial action. Typical activities involved in preparing the work plan include, but are not limited to, the following:

Task 1.1 Work Plan

- The contractor shall contact the COR within five calendar days after receipt of the work assignment to schedule the kickoff meeting to be held at via teleconference or in person with EPA Region 5, Chicago, IL.

- If the remedial action contractor is unfamiliar with the site, the contractor shall review background documents relevant to the remedial action as provided by the COR for purposes of the work plan preparation.

- If the remedial action contractor is unfamiliar with the site, the contractor shall conduct a site visit with the COR during the remedial action oversight planning phase to assist in developing an understanding of the site and any logistics.

- The contractor shall prepare and submit a final Remedial Action Work Plan within 30 calendar days after the kick-off meeting. The contractor shall prepare a work plan which includes a detailed description of the technical approach for the remedial action in accordance with the ROD. The work plan shall specify the necessary procedures, inspections, deliverables, a schedule with specific dates for completion of each required activity and deliverable required by the SOW and a list of key contractor personnel providing support on the work assignment.

- The contractor shall prepare the estimated cost to complete the work assignment, including subcontractor costs, for each element of the SOW; provide a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).

- As directed, the contractor shall attend a work plan fact finding/negotiation meeting via teleconference with EPA. The contractor shall prepare and submit a revised work plan incorporating the agreements made in the fact finding/negotiation meeting.

- The contractor shall provide a conflict of interest disclosure.

Task 1.2 Site-Specific Plans

The contractor shall review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for remedial action implementation. Typical plans are described below. **Because the work involved in OU2-Project I will be almost identical to the work done by the contractor for OU1, it is expected that few or no modifications to site-specific plans will be necessary.**

- Site Management Plan (SMP). The SMP provides EPA with a written understanding of how access, security, contingency procedures, management responsibilities, and waste disposal are to be handled.

- Sampling and Analysis Plan (SAP). The SAP is comprised of the following two parts:
  - Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii). The FSP describes the number type, and locations of samples and the types of analyses.
  - Quality Assurance Project Plan (QAPP) in accordance with *Intergovernmental Data Quality Task Force Uniform Federal Policy (UFP) for Quality Assurance Project Plans*, EPA-505-B-04-900A, March 2005. The UFP-QAPP will be consistent with *EPA Requirements for Quality Assurance Project Plans* (QA/R-5) EPA/24/B-01/003, March 2001 (reissued May 2006). The QAPP describes policy, organization, and functional activities and the data quality objectives and measures necessary to achieve adequate data for use in planning and documenting the sampling investigation.
- Data Management Plan (DMP). The DMP outlines the procedures for storing, handling, accessing, and securing the data collected during the sampling event.
- Site-Specific Health and Safety Plan (HASP). The HASP specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).

Task 1.3 Pollution Liability Insurance – N/A

Task 1.4 Project Management and Reporting

The contractor shall perform activities required to effectively manage the work assignment.

- The contractor shall provide general work assignment management and coordination to implement the work in this SOW. The contractor shall prepare monthly progress reports in accordance with the requirements under the contract. The contractor shall manage and track costs and prepare and submit invoices. The contractor shall report costs and level of effort (by P-level) for the reporting period as well as cumulative amounts expended to date. The effort for this subtask is expected to increase due to the increase in number of homes to be cleaned up.
- The contractor shall participate in progress meetings during the course of the work assignment. For budgeting purposes, the contractor shall assume four meetings, with two people in attendance, for two hours if required.
- The contractor shall accommodate any external audit or review mechanism as directed by EPA.
- The contractor shall attend EPA-held training as required.

Task 2 - Community Involvement

This task includes technical support provided by the contractor during public meeting(s), public availability sessions, and meetings with local officials and other local organizations under the associated community involvement work assignment. The contractor shall provide community involvement support to EPA throughout the remedial action in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C,

January 1992). For budgeting purposes the contractor shall assume that the contractor will provide technical support at six meetings and/or availability sessions with two contractor personnel in attendance.

Task 3 - Procurement of Subcontract

The contractor shall solicit, evaluate, select, and award the necessary subcontract(s) to implement the remedial action under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s)

- Prebid (Pre-solicitation) Activities
  - Preparation, duplication and distribution of contract documents
  - Issuing addenda
  - Holding pre-bid (pre-solicitation) meetings
  - Resolution of bidder (offerer) inquiries
  - Holding on-site visits
  - Readvertise/resolicit bids/offers and repackage documents if necessary. [Note: All costs associated with the re-advertisement/resolicitation of subcontract(s) shall be paid by the government, but shall bear no additional fee.]

- Pre-Award/Award Activities
  - Receipt of bids (offers)
  - Receipt of follow-up items from bidders
  - Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
  - Perform reference checks.
  - Request consent from EPA
  - Award subcontract and issue notice of award

- Post-Award Activities.
  - Attend post award meetings/preconstruction conference
  - Review permits, insurance, bonds, certificates, and documentation required by the specifications
  - Review and approve subcontractor's schedule
  - Review and approve subcontractor's measurement and payment schedule
  - Review subcontractor submittals
  - Review revisions/addenda of remedial action subcontractor submittals

Task 4 - Management Support

The contractor shall manage and monitor the subcontract(s) required to implement the remedial action. The contractor shall institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. The contractor shall conduct the following activities:

- Provide financial management including review and approval of invoices, subcontract modifications, and work assignment amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.

- Provide cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.

- Monitor subcontractor compliance with the Davis-Bacon Act and related requirements.

- Provide engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.

Task 5 - Detailed Resident Inspection

The contractor shall provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontract(s) documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. The contractor shall conduct the following activities:

- Conduct and/or attend progress meetings
- Maintain field logs and daily diaries
- Provide advice on what is intended by subcontract documents
- Prepare sketches to reflect field conditions as needed
- Check construction drawings submitted by construction subcontractors for compliance with design
- Prepare reports on inspections
- Make final inspection and prepare the Remedial Action Report
- Monitor, update, and report construction progress
- Review and recommend time extensions
- Coordinate with home office/management support
- Conduct regular Davis-Bacon Act interviews on-site. (The COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- Review and recommend action on value engineering change proposals
- Review and make recommendations for changes
- Provide advice on need and cost of proposed change orders
- Provide assistance in prevention and resolution of subcontractor claims
- Recommend approval or rejection of construction schedules
- Perform field testing, recommend action on health and safety considerations, and monitor quality control procedures

As was done in OU1, instead of temporarily staging the soil after excavation, the contractor will haul the contaminated soil directly to a landfill.

This task will also include maintenance of the CLEANUP database, which is being developed under WA 152. The database will serve as an institutional control and will assist in managing site access and cleanup. The database will document the status of each property to fulfill the required institutional control component of the selected remedy. It will also allow EPA to track access, sampling, sampling results, cleanup agreements, and cleanup details.

Task 6 - Analytical Support and Data Validation

This task provides for analytical support and data validation when required of the samples collected under Task 7. Except for the required air sampling, no other sampling will be required under this SOW. This task also includes the subcontract cost associated with analysis of the samples where it becomes necessary for the contractor to procure analytical services. It is Region 5 policy to use analytical services provided by the government whenever possible before requiring the contractor to procure analytical support. Such services include the Contract Laboratory Program (CLP), the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or regionally procured laboratories. The contractor shall perform the following activities or combination of activities:

- Collect, prepare, and ship the environmental samples in accordance with the FSP and QAPP.
- Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- Develop data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Perform data validation, when necessary. Data validation is the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified.
- Review the data analysis results against the validation criteria or intended purpose.
- Develop a Data Validation Report and submit to the Work Assignment Manager after all the data has been validated.

The contractor shall compile the sampling data and determine usability of all data collected. The contractor shall perform any modeling necessary to evaluate the data.

Task 7 - Cleanup Validation

The purpose of this task is for the remedial action contractor to perform confirmatory sampling any data collected by the constructor during construction and to verify that final cleanup levels or standards, as specified in the ROD, have been achieved. Except for the required air sampling, no other sampling will be required under this SOW. This task may also include regular confirmatory testing of materials used during construction to determine if they are consistent with the requirements of the construction contract documents (i.e., soils testing, materials testing, chemical or biochemical testing of water). Analyses of confirmatory samples, validation of data, and evaluation of results are included in this task. This task may begin during the early stages of construction, continue throughout construction, and end with the final inspection to ensure cleanup levels have been met.

- Acquire all necessary equipment, supplies, and personnel to set up on-site operations for confirmatory sampling and analyses. N/A
- Conduct geological investigations (soils and sediments). N/A
- Conduct air investigations. The contractor shall conduct air investigations.
- Conduct hydrogeological investigations (groundwater and surface water). N/A
- Conduct waste investigations. N/A
- Conduct geophysical investigations. N/A
- Conduct ecological investigations. N/A
- Collect contaminated building samples. N/A
- Dispose of investigation-derived waste. Characterize and dispose of investigation-derived wastes in accordance with local, State, and Federal regulations as specified in the FSP (see the Fact Sheet, *Guide to Management of Investigation-Derived Wastes*, 9345.3-03FS (January 1992)).
- Dismantle and pack up all equipment associated with the confirmatory sampling
- The contractor shall periodically prepare Cleanup Status Reports that describe the progress of the remedial action based upon sampling and analytical results and progress made in the cleanup. The contractor shall assume that one Cleanup Status Report is prepared every three months.

Task 8 - Remedial Action Implementation (subpool activities)

The purpose of this task is to provide the contractor with a structure for recording the activities performed and costs incurred by the constructor and any subcontractors during remedial action implementation. A funding reserve is allocated in this task by the government to account for unforeseen site conditions and associated adjustments (i.e., change orders). However, the contractor shall budget $0 for this reserve in the work plan.

- Remedial Action Subcontract Cost. The contractor shall monitor and track the costs associated with the constructor's implementation of the remedy and the three (3) month startup period. It is anticipated that subcontracts will be issued for excavation, construction, survey work, drilling, analytical services

- Remedial Action Reserve (15% of Remedial Action Subcontract). The contractor shall monitor and track the reserve in relation to any approved change orders and notify the COR when 75 percent of the reserve has been expended. The contractor shall summarize the change order approval status vs. the reserve invoiced in the monthly progress report.

Task 8 in this SOW will also include a force account to cover the costs of contingencies due to additional excavation, backfill or restoration requirements that result form special circumstances and resident requests based on EPA approval. An amount of $30,000 will be reserved for possible contingencies of this nature. In addition, this task will also include the option to continue to water a limited number of residential properties (assume no more than 50 properties) beyond the standard 30-day period and up to a maximum of 60 days. For those properties where sod is not becoming established due to high temperatures, the contractor will use their judgment to recommend additional watering as needed.

Task 9 - Reuse Planning – N/A

The contractor shall assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedial action and remedy.

Task 10 - Project Performance – N/A

The contractor shall perform all activities necessary to ensure the remedial action implemented at the site is in accordance with the design and O&M Plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- Conducting pre start-up check out.
  - Reviewing O&M manual
  - Describing and analyzing potential operating problems
  - Supporting training operation and maintenance of O&M staff, including State personnel
  - Advising on conformity to applicable performance and operations requirements
  - Determining cause of failure and developing corrective action report
  - Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files

- Evaluating equipment system performance, witness performance tests, gathering and testing samples.

- For the three-month start-up period, operating and providing appropriate upkeep and maintenance of the installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP).

- Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the work assignment.

- Updating the O&M Manual, as appropriate.

- Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of remedial action.

Task 11 - Project Completion and Closeout

The purpose of the project completion and close-out activities is for the remedial action contractor to conduct the necessary inspections to verify completed work, make final payments, close out subcontracts, and prepare a Remedial Action Report for OU2-Project I.

- Demobilization
  - Removal of temporary facilities. The contractor shall dismantle, pack up, and move off-site any temporary facilities (i.e., trailers) or equipment used during the course of the remedial action.
  - Site restoration. At the direction of the COR, the contractor shall conduct reasonable activities that restore the physical appearance of the site (i.e., road restoration, fence removal, limited landscaping).
  - Termination of engineering support activities.

- Pre-final/Final Activities
  - Pre-final Inspection. The contractor shall conduct the prefinal inspection with the constructor and develop a punch list of deficiencies. The contractor shall prepare and submit a prefinal inspection report which includes the list of deficiencies, completion dates for outstanding items, and the date for a final inspection.
  - Final Inspection. The contractor shall arrange for the final inspection and determine if all terms of the contract have been satisfied.
  - Final payment/punch list/as-built resolution/certification.

- Remedial Action Report
  - Prepare Draft Remedial Action Report. The contractor shall prepare and submit the Draft Remedial Action Report for OU2-Project I, in accordance with the fact sheet entitled, *Remedial Action Report, Documentation for Operable Unit Completion*, Publication 9355.0-39FS, June 1992, and with the guidance entitled *Close Out Procedures for National Priorities List Sites*, EPA 540-R-98-016, January 2000. The report shall summarize remedial action events, performance standards and construction quality control, construction activities, final inspection, certification that the remedy is operational and functional, O&M, and remedial action costs.
  - Respond to comments.
  - Prepare Final Remedial Action Report. After receipt of EPA comments, the contractor shall prepare and submit the Final Remedial Action Report for OU2-Project I. If necessary, the contractor shall prepare a technical memorandum to summarize the remedy performance and

required O&M procedures. The contractor shall also prepare a Cost and Performance Report in accordance with the guidance document entitled, *Guide to Documenting Cost and Performance for Remediation Projects*, Publication EPA-542-b-95-002, March 1995.

Task 12 - Work Assignment Closeout

The contractor shall perform the necessary activities to close out the work assignment in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Package and return documents to the government
- Duplicating/distribution/storage of files
- Preparation of the Work Assignment Closeout Report (WACR). The contractor shall prepare the WACR in accordance with Regional guidance or other procedures as specified in the work assignment. In those circumstances where the final hours/budget are greater than the +/- 20 percent of the approved work plan hours/budget, the contractor shall provide an explanation for the underage/overage.

Attachment 1 - Summary of Major Submittals for the Remedial Action at Jacobsville Neighborhood Soil Contamination Site

DELIVERABLE	NO. OF COPIES[1] (paper/ electronic)	DUE DATE (calendar days)
Task 1.1 Remedial Action (RA) Work Plan	2/2	30 days after kick-off meeting
Task 1.1 Revised RA Work Plan	2/2	15 days after receipt of comments or negotiation meeting
Task 1.1 Conflict of Interest Disclosure	2/0	Within five days from acceptance of work assignment
Task 1.2 Site Management Plan	2/2	30 days after approval of RA Work Plan
Task 1.2 Sampling and Analysis Plan (Field Sampling Plan and QAPP)	2/2	30 days after approval of RA Work Plan
Task 1.2 Data Management Plan	2/2	30 days after approval of RA Work Plan
Task 1.2 Health & Safety Plan	2/2	30 days after approval of RA Work Plan
Task 1.4 Monthly Progress Reports	2/2	As provided for in the Contract
Task 3 Subcontract Consent Request	2/1	14 days after receipt of bids (offers)
Task 6 Data Validation Report	2/2	45 days after receipt of validated data
Task 7 Cleanup Status Report	2/2	45 days after receipt of validated data or as otherwise specified by WAM
Task 11 Inspection Report	2/2	21 days after final inspection or as otherwise specified by WAM
Task 11 As-Built Resolution/ Certification	2/2	30 days after final inspection or as otherwise specified by WAM
Task 11 Draft Remedial Action Report	2/2	30 days after final inspection or as otherwise specified by WAM
Task 11 Final Remedial Action Report	2/2	30 days after receipt of comments
Task 12 Work Assignment Completion Report (WACR)	3/1	45 days after receipt of Work Assignment Completion Notification (WACN)

[1] Number of paper copies may be reduced in some cases. Also, IDEM may in some cases need additional electronic copies of a submittal.

DELIVERABLE	NO. OF COPIES[1] (paper/ electronic)	DUE DATE (calendar days)
Task 12 Final Costs in WACR	3/1	90 days after receipt of WACN

Attachment 2 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RA process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund C A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.
20. EPA Requirements for Quality Assurance Project Plans, EPA QA/R-5, March 2001.
21. Guidance for Quality Assurance Project Plans, EPA QA/G-5, December 2002.
22. Data Quality Objective Process for Hazardous Waste Site Investigations, EPA QA/G-4HW, January 2000.
23. Contract Laboratory Program Guidance for Field Samplers, August 2004.

24. *Superfund Lead-Contaminated Residential Sites Handbook*, U.S. EPA OSWER, 9285.7-50, August 2003.
25. Intergovernmental Data Quality Task Force Uniform Federal Policy (UFP) for Quality Assurance Project Plans, EPA-505-B-04-900A, March 2005.